



276 FOURTH AVENUE  
CHULA VISTA, CA 91910

## EMPLOYMENT OPPORTUNITY

# Council Assistant (Hourly)

Recruitment Number: 05-269

SALARY: \$20.75 - \$25.23 / HOURLY

FILING DEADLINE: 5 PM, MONDAY, AUGUST 8, 2005

### POSITION SUMMARY

To provide staff support to a City Council member including research, analysis of data, problem and dispute resolution, receiving and responding to community contacts and conducting special studies. This is an unclassified, non-benefited position that will work approximately 20-25 hours per week.

### ESSENTIAL FUNCTIONS

Provide staff support to City Council members; collect and compile data; conduct surveys; prepare reports on assigned activities; contact citizens; work with the public to determine desired services; work with governmental and other agencies to secure services for City residents; develop and coordinate special events to enhance community awareness of City services; inform City residents of public and private services available; attend meetings and answer routine correspondence; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service. Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination equivalent to a Bachelor's degree from an accredited college with major course work in public administration, political science, communications, public relations or a related field and one year of experience performing administrative support work for elected officials or other high-ranking executives in the public or private sector.

**Knowledge, Skills and Abilities:** Knowledge of: local government structure and procedure; analytical methods and their application; English usage, spelling, grammar, and punctuation; computer equipment and software applications related to assignment. Ability to: Write clear and concise reports, press releases, and speeches; make persuasive presentations; organize and implement special events; operate computer equipment and software applications related to assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

### PHYSICAL DEMANDS

Ability to sit for long periods of time at a work station; operate a computer keyboard, typewriter and/or fax machine; file documents; read typical business documents; answer phones and customer inquiries; type on a keyboard and/or typewriter; use a 10-key calculator; file or retrieve documents of file weighing up to 10 lbs from large filing cabinets both above shoulder height and below; see in the normal vision range with or without correction; hear in the normal range with or without correction.

### APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application by **5:00 p.m., Monday, August 8, 2005**. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.